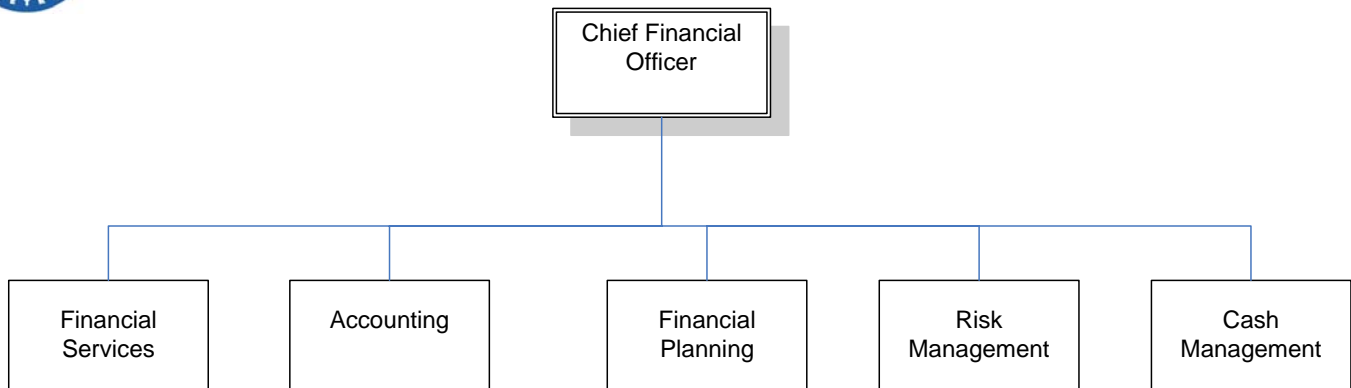




Finance Department



FINANCE DEPARTMENT

Department Mission

The mission of the Finance Department is to provide the highest level of services to our customers to ensure the fiscal integrity of Louisville Metro Government.

Programs and Services

Financial Services

Financial Services supports financial reporting and service needs of our customers by providing accurate and timely payroll administration, purchasing support, payment and billings for goods and services, and financial management system (LeAP) support and training.

Accounting

Accounting is responsible for accurately reporting Louisville Metro Government's financial position by maintaining the general ledger, preparing periodic and annual financial reports, and monitoring fiscal requirements of grants.

Financial Planning

Financial planning assists in creating and monitoring Louisville Metro Government's fiscal plan (operating and capital) in identifying available resources and in managing debt.

Risk Control & Mitigation

Risk Control and Mitigation designs methods and monitors results to minimize Louisville Metro Government's exposure to accidental loss of assets.

Risk Financing

Risk Financing analyzes and determines the most cost effective funding methods for property and liability risks of Louisville Metro Government.

Cash Management

Cash Management manages Louisville Metro Government's cash and investments to ensure financial obligations are met.

FINANCE DEPARTMENT

Goals & Indicators

Goal: Maintain financial accountability

Measurements:

- Receive an unqualified audit opinion
- Implement investment policy
- Complete monthly financial statements within 10 working days after month end
- Maintain bond rating
- Reconcile bank accounts within 10 working days after receipt of bank statements
- Issue payment on payable within 5 working days of receipt in Finance
- Reduce payroll cycle time by 10 percent

Goal: Re-engineer Finance standard operating procedures

Measurements:

- Implement SOPs in January 2005

Goal: Improve internal and external communications

Measurements:

- Improve customer satisfaction by 5%
- Implement on-going financial and payroll system training programs
- Improve participation in customer training by 5%
- Create a rapid response time program to ensure vendor and payroll inquiries receive a response within 4 hours

Finance Department**Budget Summary**

	Original Budget 2003-2004	Current Estimated 2003-2004	Mayor's Recommended 2004-2005	Council Approved 2004-2005
General Fund Appropriation	7,780,200	11,900,200	7,035,400	6,985,600
Agency Receipts	1,302,200	1,436,800	1,302,200	1,302,200
Total Revenues:	9,082,400	13,337,000	8,337,600	8,287,800
Personal Services	3,700,400	5,462,000	3,690,100	3,690,300
Contractual Services	3,239,600	2,839,300	3,031,300	2,981,300
Supplies	39,400	25,800	29,000	29,000
Equipment/Capital Outlay	12,000	4,600	3,200	3,200
Interdepartment Charges	57,600	326,800	47,600	47,600
Other Expenses	33,400	36,800	36,400	36,400
Restricted Account	2,000,000	4,550,000	1,500,000	1,500,000
Total Expenditures:	9,082,400	13,245,300	8,337,600	8,287,800
Expenditures By Activity				
Director's Office	0	0	327,800	327,800
Financial Services Program	4,622,000	4,642,900	2,955,900	2,955,900
Accounting Program	0	0	727,000	727,000
Financial Planning Program	887,700	881,500	642,500	642,500
Risk Financing Program	0	0	339,200	339,200
Cash Management Program	0	0	274,500	274,500
General Adjustments	3,235,700	7,383,900	2,995,700	2,945,900
CERS Prior Service Payment	337,000	337,000	75,000	75,000
Total Expenditures:	9,082,400	13,245,300	8,337,600	8,287,800

Finance Department	Position Detail	
	Mayor's Recommended FY2004-2005	Council Approved FY2004-2005
Position Allocation (in Full-Time Equivalents)		
Full-Time	54	54
Permanent Part-Time	1	1
Seasonal/Other	0	0
Total Positions	55	55
PROGRAMS		
<i>CFO's Office</i>		
Full-Time	4	4
Permanent Part-Time	0	0
Seasonal/Other	0	0
Total Positions	4	4
Title		
Administrator Of Finance	1	1
Chief Financial Officer	1	1
Coordinator II	1	1
Coordinator of Graphic Design	1	1
<i>Financial Services</i>		
Full-Time	19	19
Permanent Part-Time	0	0
Seasonal/Other	0	0
Total Positions	19	19
Title		
Account Clerk III	2	2
Accounting Clerk	1	1
Accounts Specialist	5	5
Executive Administrator	1	1
Financial Service Special	1	1
Payroll Manager	1	1
Payroll Specialist	1	1
Payroll Technician	4	4
Senior Accountant	3	3
<i>Accounting</i>		
Full-Time	12	12
Permanent Part-Time	0	0
Seasonal/Other	0	0
Total Positions	12	12
Title		
Accountant I	1	1
Accountant II	1	1
Accounts Specialist	1	1
Admin General Accounting	1	1
Administrator of Accounting	1	1

Cash Receipts Specialist	1	1
Financial Service Special	1	1
Junior Accountant	1	1
Senior Accountant	4	4

Financial Planning

Full-Time	9	9
Permanent Part-Time	1	1
Seasonal/Other	0	0
Total Positions	10	10

Title		
Accounts Specialist	1	1
Admin Financial Planning	1	1
Budget Analyst I	3	3
Fiscal Planner	1	1
Mgmt/Budget Specialist	3	3
Pc Analyst I	1	1

Risk Financing

Full-Time	6	6
Permanent Part-Time	0	0
Seasonal/Other	0	0
Total Positions	6	6

Title		
Admin Insurance	1	1
Admin Risk Management	1	1
Administrative Assist I	2	2
Administrative Assist II	1	1
Contract Risk Analyst	1	1

Cash Management

Full-Time	4	4
Permanent Part-Time	0	0
Seasonal/Other	0	0
Total Positions	4	4

Title		
Accounts Specialist	1	1
Administrator of Cash Mgt.	1	1
Cashier III	1	1
Treasurer	1	1